

HOUSING REHABILITATION SPECIALIST I

NATURE OF WORK

This is specialized work responsible for the delivery of housing programs administered by the Urban Development Department.

Work involves responsibility for performing field and/or office work in the evaluation of dwelling units, and for counseling home owners on program requirements, rehabilitation planning management and qualifying for public or private financial assistance. Work also includes assisting home owners with suggestions for improving structures to meet rehabilitation standards, considering the needs, desires and financial capability of the home owner, including working closely with building contractors, real estate agencies, lending institutions and other public and private agencies. Supervision is received through oral and written instructions and work is reviewed by a professional or an administrative superior through reports submitted and occasional reinspection. Supervision may be exercised over subordinate personnel.

EXAMPLES OF WORK PERFORMED

Performs evaluations of dwelling units for Housing Quality Standards compliance, structural conditions and the condition of HVAC, plumbing and electrical systems.

Assists a higher level Housing Rehabilitation Specialist with lead base paint inspections, obtaining samplings of lead based paint and performing clearance testing on completion of the construction work.

Assists individual home owners in determining what improvements are necessary to meet rehabilitation standards, considering the needs, desires and financial capability of the owners; works closely with financial institutions, building contractors, real estate agencies and other institutions/agencies as necessary in order to ensure that the home owner's needs and plans are carried out with minimal delay.

Performs financial analysis of all case files; evaluates and submits for underwriting approval; ensures that the case meets standards according to federal, state, City and departmental guidelines and procedures, considering the characteristics of the applicant's needs and abilities.

Observes construction work in progress for compliance with recommended plans, local building codes, and materials and workmanship; prepares periodic reports as required; and participates in the development of programs for housing rehabilitation.

Exercises independent judgment in applying professional standards within the framework of established federal, state and local laws and departmental guidelines and policies.

May coordinate permit and inspection requirements with other City departments such as Building and Safety or Planning.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of construction principles, practices and materials, including electrical, plumbing and HVAC systems, and applicable codes and ordinances.

Considerable knowledge of those stages of construction when possible violations and defects are most easily observed and corrected.

Considerable knowledge of building and zoning laws.

Considerable knowledge of the practices and capabilities of local contractors.

Considerable knowledge of local lending and credit sources, both public and private.

Knowledge of the principles and practices of consumer credit financing, equity financing and other methods of financing real estate and construction.

Knowledge of HUD housing programs, or the ability to learn.

Ability to review titles and identify ownership problems that will need to be resolved.

Ability to interpret building plans, sketches and drawings.

Ability to prepare clear and concise reports.

Ability to maintain essential records and files.

Ability to deal with people of all social and economic levels.

Ability to establish and maintain effective working relationships with representatives of lending institutions, property owners, co-workers, real estate agencies and other City departments.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business administration, finance, urban administration, construction management, architecture or equivalent plus considerable experience in building construction supplemented by knowledge of the principles of financing housing related projects.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in public or business administration, finance or community development plus experience in finance and/or loan processing and in building construction; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

Title Change: 10/2003

Title Change: 8/90

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